

Model Institute of Technology
Vacancy Announcement for Various Position
Published Date: September 11, 2026

Deadline: September 14, 2026

Model Institute of Technology (MIT), a leading institution in Kamaladi, Kathmandu, is committed to providing quality, innovative, and industry-oriented education that prepares students for successful professional careers. As an affiliate college of the International American University (IAU), USA, MIT offers undergraduate and graduate programs in management and technology.

MIT promotes academic excellence, professional development, innovation, and a supportive learning environment. The institution is seeking a motivated, organized, and competent professional to join its team in the following position:

Position Details:

1. Position Title: HR Officer

Institution: Model Institute of Technology (MIT), Kamaladi, Kathmandu

Job Type: Full-time

Required Number: 1

Preferred Discipline Areas/Specialization:

To support effective HR and administrative operations at MIT by managing recruitment, employee records, attendance, leave, onboarding, employee engagement, HR documentation, and policy implementation.

Position Overview:

To support effective HR operations at MIT through recruitment, employee records, attendance and leave management, onboarding, employee engagement, HR documentation, and implementation of HR policies and procedures.

The HR Officer will help maintain a professional, collaborative, and employee-focused work environment while providing timely HR support to employees, faculty, and management.

Click here for details Job Description: <https://bit.ly/4r8CZMC>